



03.03.014 Embarking and Disembarking Passengers

Effective Date
September 1, 2017

Version
2017.1

Prepared By
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 **Approved By**
General Manager

Purpose

To establish policy and guidelines on approved methods of embarking and disembarking passengers.

Scope

Vessel Masters, Terminal Managers

Policy

- I. Passengers will only be able to embark and disembark the vessel by approved methods¹.
- II. The Vessel Master will ensure that passengers are embarked and disembarked in a safe manner using one of the below approved methods:
 - a. Terminal equipped vehicle ramps
 - b. Terminal equipped passenger ramps
 - c. Vessel accommodation ladders
 - d. Portable gangways or brows
 - e. Vehicle elevators and attached ramp, only while under the strict supervision of the crew.
- III. The below methods are prohibited and not approved for passengers:
 - a. Lifeboats, Fast Rescue Boats, Work Boats, Recreational or Fishing Boats
 - b. Portable ladders, ropes or boards
 - c. Jumping from the pier to the vessel or vice versa
 - d. Means of Rescue Devices (MOR)
- IV. When approved methods of embarking and disembarking passengers becomes unavailable, the Vessel Master will notify the Port Captain immediately.
- V. If the terminal ramps are not operational, the Terminal Manager will notify the vessel and shoreside management.
- VI. This policy applies to passengers during normal revenue service and it does not apply in cases of Fire, Emergency, Medical Evacuation, or Abandon Ship. Vessels employees and contractors are not covered under this policy and the Vessel Master will be responsible for their safety while carrying out their duties.

Responsibilities

1. Vessel Masters:
 - a. Authorizes the commencement of boarding and disembarkation when satisfied that the vessel is ready in all respects.
 - b. Will contact the respective Port Captain immediately when approved methods of embarking and disembarking passengers become unavailable.
2. Terminal Manager or designee:
 - a. Maintains close liaison with the vessel to ensure boarding is conducted in a safe and efficient manner.
 - b. Will notify the vessel and shoreside management when ramps are not operational.

Forms

None

Revision History

Supersedes NEW

Original Version 2017.1, September 1, 2017

References

¹ Safety Management System, Vol 09, Cargo Handling Manual, Section 2.1, Passenger Embarking/Disembarking Arrangements